

U.S. GOVERNMENT PRINTING OFFICE

Washington, DC

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Document Protectors

as requisitioned from the U.S. Government Printing Office (GPO) by the

General Services Administration

Single Award

The term of this contract is for the period

beginning September 1, 2000 and ending August 31, 2001

BID OPENING: Bids shall be publicly opened at 11 a.m., prevailing Washington, DC time, on August 16, 2000.

BID SUBMISSION: Submit bid in pre-addressed envelope furnished with solicitation, or send to: U.S. Government Printing Office, Bid Section, Room B-104, Stop PPSB, Washington, D.C. 20404-0001. Facsimile bids in response to this solicitation are permitted. Facsimile bids may be submitted directly to the GPO Bid Section, FAX No. (202) 512-1782. The Program number and bid opening date must be specified with the bid. Refer to Facsimile Bids in Solicitation Provisions of GPO Contract Terms, GPO Publication 310.2 as revised May 1999.

DISPLAY SAMPLES: Previously printed samples comparable to those to be produced on this contract will be available for inspection by bidder in the bid room, at the U.S. Government Printing Office, Washington, DC. Samples may be inspected between the hours of 8 a.m. and 2 p.m. Monday through Friday, until bid opening date. While these samples are representative of the printing operation required for the major part of the work to be ordered on this contract, occasional orders may include additional requirements as provided for in these specifications.

Note: Printing specifications will utilize dual dimensions. The product measurements will be stated with metric dimensions first, then followed in parenthesis by the inch/pound equivalent. At a future date, metric measurements will be used exclusively in all specifications.

Abstracts of contract prices are available at www.access.gpo.gov/procurement/abstracts/central/

For information of a technical nature, call Marjorie Bell (202) 512-0310 (No collect calls).

SECTION 1.- GENERAL TERMS AND CONDITIONS

GPO CONTRACT TERMS: Any contract which results from this Invitation for Bid will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Pub. 310.2, effective December 1, 1987 (Rev. 5-99)) and GPO Contract Terms, Quality Assurance Through Attributes Program (GPO Pub. 310.1, effective May 1979 (Rev. 4-96)).

QUALITY ASSURANCE LEVELS AND STANDARDS: The following levels and standards shall apply to these specifications:

Product Quality Levels:

- (a) Printing (page related) Attributes -- Level III.
- (b) Finishing (item related) Attributes -- Level III.

Inspection Levels (from ANSI/ASQC Z1.4):

- (a) Non-destructive Tests - General Inspection Level I.
- (b) Destructive Tests - Special Inspection Level S-2.

Specified Standards: The specified standards for the attributes requiring them shall be:

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	Average Type Dimension

EXTENSION OF CONTRACT TERM: At the request of the Government, the term of any contract resulting from this solicitation may be extended for such period of time as may be mutually agreeable to the GPO and the contractor.

ASSIGNMENT OF JACKETS, PURCHASE AND PRINT ORDERS: A GPO jacket number will be assigned and a purchase order issued to the contractor to cover work performed. The purchase order will be supplemented by an individual "Print Order" for each job placed with the contractor. The print order, when issued, will indicate the quantity to be produced and any other information pertinent to the particular order.

ORDERING: Items to be furnished under the contract shall be ordered by the issuance of print orders by the Government. Orders may be issued under the contract from September 1, 2000 through August 31, 2001. All print orders issued hereunder are subject to the terms and conditions of the contract. The contract shall control in the event of conflict with any print order. A print order shall be "issued" for purposes of the contract, when it is either deposited in the U.S. Postal Service mail or otherwise furnished to the contractor in conformance with the schedule.

REQUIREMENTS: This is a requirements contract for the items and for the period specified herein. Shipment/delivery of items or performance of work shall be made only as authorized by orders issued in accordance with the clause entitled "Ordering". The quantities of items specified herein are estimates only, and are not purchased hereby. Except as may be otherwise provided in this contract, if the Government's requirements for the items set forth herein do not result in orders in the amounts or quantities described as "estimated", it shall not constitute the basis for an equitable price adjustment under this contract.

Except as otherwise provided in this contract, the Government shall order from the contractor all the items set forth which are required to be purchased by the Government activity identified on page 1.

The Government shall not be required to purchase from the contractor, requirements in excess of the limit on total orders under this contract, if any.

Orders issued during the effective period of this contract and not completed within that time shall be completed by the contractor within the time specified in the order, and the rights and obligations of the contractor and the

Government respecting those orders shall be governed by the terms of this contract to the same extent as if completed during the effective period of this contract.

If shipment/delivery of any quantity of an item covered by the contract is required by reason of urgency prior to the earliest date that shipment/delivery may be specified under this contract, and if the contractor will not accept an order providing for the accelerated shipment/delivery, the Government may procure this requirement from another source.

The Government may issue orders which provide for shipment/delivery to or performance at multiple destinations.

Subject to any limitations elsewhere in this contract, the contractor shall furnish to the Government all items set forth herein which are called for by print orders issued in accordance with the "Ordering" clause of this contract.

SECTION 2.- SPECIFICATIONS

SCOPE: These specifications cover the production of transparent plastic correspondence document protectors requiring film-making, printing, folding, packing, and distribution.

TITLE: Document Protectors (GSA Stock Number 7510-01-084-1021).

FREQUENCY OF ORDERS: Approximately 2 to 8 orders per year.

QUANTITY: Approximately 50,000 to 400,000 protectors per order. An occasional order may be placed for more than 400,000 protectors.

QUANTITY VARIATION ALLOWED: Unless otherwise specified on the print order, plus or minus 3% variation will be allowed for each order, not to exceed 10,000 protectors. Contractor must call for delivery instructions for any overs.

SIZE: Flat - 216 x 318 mm (8-1/2 x 12-1/2"); Folded - 216 x 279 mm (8-1/2 x 11").

GOVERNMENT TO FURNISH: A sample to be used as camera copy and as a guide for folding.

One reproduction proof of inner package label, but without the GSA stock bar code (size: 95 x 70 mm (3-3/4 x 2-3/4")).

One reproduction proof, Form 905 (R. 3/90) with labeling and marking specifications.

A supply of blue labels and selection certificates for shipping Departmental Random copies.

Identification markings such as register marks, ring folios, rubber stamped jacket numbers, commercial identification marks of any kind, etc., except GPO imprint, form number, and revision date, carried on copy or film, must not print on finished product.

CONTRACTOR TO FURNISH: All materials and operations, other than those listed under "Government to Furnish," necessary to produce the product(s) in accordance with these specifications.

FILMS: The contractor must make all films required. Films may be opaqued on either the emulsion or non-emulsion side.

PLASTIC STOCK: Choice of polyester, polystyrene, polyvinylchloride, or polyolefin.

Transparency: Shall be sufficiently transparent that matter typed in "Elite" type will be legible through one layer of plastic.

Thickness: Range .114 mm to .216 mm (.0045" to .0085").

Finish: Cover shall have a matte finish front surface and a matte, or glazed finish back surface.

The following characteristics for Type II plastic (described in Interim Federal Specification L-P-00670B), are to be used as selection guidelines:

Tear Resistance: 68 kg (1.5 lbs.)/specimen thickness.

Flammability: 968 sm (1.5 square inch)/second maximum.

Chemical Resistance: To contact with writing inks, and potential contact with any ink eradicant solvent residue on the surface of the contained material.

Print in black ink on the protector underside so that the three lines will be "right-reading" (from top view). Inked lines must dry and adhere to plastic without becoming blurred through normal handling and use.

MARGINS: Adequate gripper margins; follow sample furnished.

BINDING: Plastic protector folds down at the top reducing the length from 318 mm to 279 mm (12-1/2" to 11") (see sample). This short segment fold must be well defined but not crack the plastic.

PACKING: Box in units of 50 before packing into shipping containers. Each shipping container must not exceed 18.1 kg (40 lbs.) when fully packed.

Pallets are required.

PALLETS: Pallets shall be of the stringer design, in accordance with option 1 or 2 below:

Option 1: 40" long x 48" wide, double deck, non-reversible, four way entry, flush stringer pallet.

Option 2: 48" long x 40" wide, double deck, non-reversible, four way entry, flush stringer pallet.

If specified on the print order, the pallets shall be of the stringer design, in accordance with option 3 below:

Option 3: 48" long x 48" wide, double deck, non-reversible, four way entry, flush stringer pallet.

Pallets shall be made of any new or used commercially acceptable lumber. The lumber shall be bark (wane) and hole free. The pallet shall have three (3) stringers. The middle stringer shall be centered in the width of the pallet. Each stringer shall be nominally 2" wide by 4" high, with 1-1/4" width and 3-1/4" height as a minimum. The top load carrying deck shall consist, as a minimum, of seven (7) equally spaced deck boards. The bottom load bearing deck shall consist of a minimum of five (5) deck boards for Option 2 & 3, and four (4) deck boards for option

1. Deck boards, shall be nominally 1" thick by 4" wide, with 1/2" thickness and 3-1/4" width as a minimum. The end deck boards for the top and bottom decks shall be nominally 1" thick by 6" wide, with 1/2" thickness and 5-1/4" width as a minimum. The center board for top deck shall be nominally 1" thick by 6" wide, with 1/2" thickness and 5-1/4" width as a minimum, or, nominally 1" thick by 4" wide, with 1/2" thickness and 3-1/4" width as a minimum.

Loads: The pallets and its load shall not exceed 2,500 pounds in total weight, nor 53 inches in total height. The length and width of the load shall not extend beyond the length and width of the pallet by more than 1.0 inch on each side, including malformed loads, overhang, bulge, misalignment, etc. The pattern and the number of containers per tier and the number of tiers per full pallet load shall remain constant throughout the contract.

Shipping containers shall be placed on pallets with strapping and/or wrap that provides a commercially acceptable shipping load capable of withstanding a multiple storage, handling and transportation cycle without damage to products, or injury to personnel handling it. The palletized load shall be secured to the pallet by shrink or stretch wrapping, and/or, by steel or nonmetallic strapping in accordance with normal commercial practice. When steel or nonmetallic strapping is used, edge protectors shall be provided to prevent damage to the cartons when tensioning the strapping. As a minimum, two straps shall run lengthwise, two straps shall run widthwise, and two straps shall run around the girth of the palletized load.

Less than half a pallet load need not be palletized. When less than full but more than half pallet is used, the palletized load shall utilize proper bracing and/or reinforcement to ensure that the load can withstand stacking of up to three (3) palletized loads. Items that are too large to be placed on the pallet shall be unitized in accordance with normal commercial practice. All of the unitized loads shall have fork lift entry capability.

Stacking. A palletized load stacking test shall be performed once, at the beginning of the contract, for each different pallet configuration. A palletized load shall be tested utilizing a total stack of three (3) palletized loads, with all the proper bracing and/or reinforcement necessary to perform the test. There shall be no evidence of damage to the pallets or shipping containers when stack is tested on the rigid surface for a minimum of 24 hours, in compliance with all the National and Local Safety Regulations. Palletized loads shall be stable and safe when handled by qualified personnel.

Definitions:

Double deck pallet - A pallet with a top deck to take the load and bottom deck that acts as a base.

Non-reversible pallet - A double deck pallet with top and bottom decks of different construction with only top deck taking the load.

4-Way entry pallet - A pallet whose stringers or posts permit the entry of forks or tines from all four directions.

Flush stringer pallet - A pallet with stringers that do not project (extend) beyond the top or bottom decks.

LABELING AND MARKING: All inner packages must be labeled, not marked, with label entries in bold characters at least 5 mm (3/16") high, in accordance with Fed. Std. No. 123.

Reproduce shipping container label from furnished repro, fill in appropriate blanks and attach to shipping containers. In addition to regular markings, include stock number and control number on all labels, and the total quantity of cartons and number of boxes in each carton (i.e., 1,000 copies -- 20 boxes of 50). (entries must be 10 mm (3/8") minimum height).

Bar Code Markings: Coded stock number labels must be bar coded on shipping containers, using standard 3 of 9 (Code 39) bar code system, for noncontact reading, in accordance with AIM Uniform Symbology Specification Code 39, ANSI X3.182-1990 Bar Code Print Quality Guidelines. The bar code must be positioned in accordance with Fed. Std. 123.

DEPARTMENTAL RANDOM COPIES (BLUE LABEL): All orders must be divided into equal sublots in accordance with the chart below. A random copy must be selected from each subplot. Do not choose copies from the same general area in each subplot. The contractor will be required to execute a statement furnished by GPO certifying that copies were selected as directed. The random copies constitute a part of the total quantity ordered, and no additional charge will be allowed.

<u>Books</u>		<u>Forms</u>	
<u>Quantity Ordered</u>	<u>Number of Sublots</u>	<u>Quantity Ordered</u>	<u>Number of Sublots</u>
500 - 3,200	50	12,000 - 35,000	125
3,201 - 10,000	80	35,001 and over	200
10,001 - 35,000	125		
35,001 and over	200		

These randomly selected copies must be packed separately and identified by a special government-furnished blue label, affixed to each affected container. The container and its contents shall be recorded separately on all shipping documents and sent in accordance with the distribution list to the GSA address listed in "Schedule".

A copy of the PRINT ORDER/SPECIFICATION and a signed Government-furnished certificate of selection, must be included.

QUALITY ASSURANCE RANDOM COPIES: In addition to the Departmental Random Copies (Blue Label), the contractor may be required to submit quality assurance random copies to test for compliance against the specifications.

The print order will indicate the number required, if any. When ordered, the contractor must divide the entire order into equal sublots and select a copy from a different general area of each subplot. The contractor will be required to execute a statement furnished by GPO certifying that copies were selected as directed. Copies will be paid for at the running rate offered in the contractor's bid and their cost will not be a consideration for award.

Business Reply Mail labels will be furnished for mailing the quality assurance random copies. The copies are to be mailed at the same time as the first scheduled shipment. A copy of the print order must be included.

A U.S. Postal Service approved Certificate of Mailing, identified by Program, Jacket and Print Order numbers, must be furnished with billing as evidence of mailing.

DISTRIBUTION: Ship f.o.b. contractor's city. Complete addresses and quantities will be furnished with the print orders.

A single shipment or several shipments totaling 54.4 kg (120 pounds) or less scheduled for shipment on the same day to a single destination are to be sent by reimbursable parcel post or small parcel carrier, whichever method is most economical to the Government unless otherwise instructed. However, shipments to APO, FPO, and post office addresses, regardless of total weight of shipment, must be made by reimbursable U.S. Postal Service. Government bills of lading will be furnished by the GPO for all shipments requiring a bill of lading.

The contractor must combine on one bill of lading (and a continuation sheet, if required) all orders scheduled for shipment to a single destination on the same day.

Delivery Hours and Scheduling: Scheduled unloading time must be obtained from GSA Supply Facilities 24 hours prior to delivery of all shipments. Facilities may be contacted for scheduling between 7:30 A.M. and 4:30 P.M., (local time at destination) Monday through Friday, except holidays. Call the number(s) below or on distribution list (if furnished). No collect calls.

Palmetto, Georgia.....	GA 1	(770) 463-6021
Fort Worth, Texas	GF 1	(817) 334-5568
Burlington, New Jersey	GN 3	(609) 499-7000
Stockton, California	GS 1	(209) 946-6325

Upon completion of each order, all materials and 1 sample box (50) of protectors must be returned to the address listed under "Schedule."

All expenses incidental to returning materials and furnishing sample copies must be borne by the contractor.

SCHEDULE: Adherence to this schedule must be maintained. Contractor must not start production of any job prior to receipt of the individual print order (GPO Form 2511).

No definite schedule for pickup of material can be predetermined.

Furnished material must be picked up from and delivered to the General Services Administration, Inventory Management Division, 26 Federal Plaza, Room 21-104, New York, NY 10278, Attn: Charlie Joiner, or at contractor's option, furnished material will be mailed f.o.b. contractor's plant. Time consumed in mailing will be deducted from the production schedule.

The following schedule begins the workday after notification of the availability of print order and furnished material; the workday after notification will be the first workday of the schedule.

Complete production and shipment of orders must be made within 30 workdays.

Unscheduled material such as shipping documents, receipts or instructions, delivery lists, labels, etc., will be furnished with each order or shortly thereafter. In the event such information is not received in due time, the contractor will not be relieved of any responsibility in meeting the shipping schedule because of failure to request such information.

Upon completion of each order, the contractor is to notify the Government Printing Office of the date of shipment (or delivery, if applicable). Call (202) 512-0516 or 0517; callers outside the Washington, DC area may call toll free 1-800-424-9470 or 9471.

SECTION 3.- DETERMINATION OF AWARD

The Government will determine the lowest bid by applying the prices offered in the "Schedule of Prices" to the following units of production which are the estimated requirements to produce one year's work under this contract. These units do not constitute, nor are they to be construed as, a guarantee of the volume of work which may be ordered for a like period of time.

Transportation charges are a factor in determining award. Bidder must state in the bid, location (city and state) of the plant(s) from which this product will be shipped. If shipment is not made from evaluation point, contractor will be responsible for any additional shipping costs incurred.

The following item designations correspond to those listed in the "Schedule of Prices".

I. 692

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SECTION 4.- SCHEDULE OF PRICES

Bids offered are f.o.b. contractor's city.

Bidder must make an entry in each of the spaces provided. Bids submitted with any obliteration, revision, or alteration of the order and manner of submitting bids, may be declared nonresponsive.

An entry of NC (No Charge) shall be entered if bidder intends to furnish individual items at no charge to the Government.

Bids submitted with NB (No Bid) or blank spaces for an item may be declared nonresponsive.

The Contracting Officer reserves the right to reject any offer that contains prices for individual items of production (whether or not such items are included in the Determination of Award) that are inconsistent or unrealistic in regard to other prices in the same offer or to GPO prices for the same operation if such action would be in the best interest of the Government.

Fractional parts of 1,000 will be prorated at the per 1,000 rate.

I. **COMPLETE PRODUCT:** Prices offered shall include the cost of all required materials and operations necessary for the complete production and distribution of the product listed in accordance with these specifications.

Document Protectors.....per 1,000 copies.....\$_____

INSTRUCTIONS FOR BID SUBMISSION: Fill out "Section 4.- Schedule of Prices," initialing or signing each page in the space(s) provided. Submit two copies (original and one exact duplicate) of the "Schedule of Prices" with two copies of the GPO Form 910 "BID" form. Do not enter bid prices on GPO Form 910; prices entered in the "Schedule of Prices" will prevail.

Bidder_____

(City - State)

By_____

(Signature and title of person authorized to sign this bid)

(Person to be contacted)

(Telephone Number)